

Town of Carlisle

MASSACHUSETTS 01741

Office of
PLANNING BOARD

66 Westford Street
Carlisle, Massachusetts 01741
Tel. (978) 369-9702
Fax (978) 369-4521

Minutes June 8, 2020

Minutes 5/18/20

FY21 budget

Liaison Reports

Discussion of possible location of a Dog Park on Banta Davis land [Request of RecCom]

Preliminary discussion of Officer, Appointee and Liaison roles for 2020-20201

Discussion of timing of process for Zoning Bylaw Amendments for Recreational Use Marijuana

Master Plan steering Committee update

Chair **Madeleine Blake** called the virtual meeting to order at 7:05pm. Members **Ed Rolfe, Jason Walsh, Rob Misk, Jonathan DeKock** and Planning Administrator **George Mansfield** were present. Members **Peter Yelle and Adelaide Grady** were absent. Walsh hosted the virtual meeting on a Zoom platform.

Assistant to Planner **Gretchen Caywood**,) **Courtney Bittelari (Fiske St)**, **Drew McMorro** (Concord St) and **Bob Zielinski (Carlisle Mosquito)** were also in attendance.

Minutes

The Board reviewed the draft Minutes from the 5/18/20 PB meeting. Rolfe moved that the Minutes be approved as drafted, Walsh seconded the motion, and it was approved unanimously (5-0) by roll call vote.

Liaison Reports

Rolfe reported that the Historical Commission continues to review the possibility of a conservation restriction (CR) at Black Brook Farm (886 Lowell St).

Chair Blake also reported that a draft of the Municipal Vulnerability Preparedness (MVP) grant application will be available for review and discussion at the Board's 6/22/20 meeting, and that it will be provided to Board members in advance of that meeting.

Chair Blake reported on the recent MAGIC (Minuteman Advisory Group for Interlocal Coordination) meeting, noting that they are preparing their work plan for next year. She noted that it will include streetscape design to allow for social distancing and outdoor seating due to Covid 19. She said that the workplan still must be finalized and approved, and that they welcome input on the plan for their future work.

Master Plan steering Committee update

Chair Blake reported that the Master Plan Steering Committee (MPSC) has been meeting about every 2 weeks, and is currently working on a Values, Vision and Goals statement for the Master Plan (MP). She explained that the Committee plans to continue public outreach in the fall, even if the process needs to be remote, adding that Civic Moxie (CM) has a link to a public engagement tool that they can utilize if necessary. Chair Blake explained that the MPSC hopes to have the opportunity to utilize student volunteers this summer to assist with MP work.

Discussion of Officer, Appointee and Liaison roles for 2020-20201

Chair Blake asked Board members to think about these various roles that members will need to fill, and she noted some particular roles for consideration. Blake said that the PB will need a transportation representative for planning related to the regional micro transportation program and to evaluate transportation projects as they come forward. She also explained that the Board will need to have either co-Chairs or two Vice Chairs for participation in the increasing roles of the PB. She asked members to consider these approaches and whether they can step up to one of these roles to help.

Planning Bd 6/8/20
meeting documents
pg 1 of 14

Discussion of timing of process for Zoning Bylaw amendments for Recreational Marijuana

Chair Blake explained that due to the disruption of the Town Meeting (TM) schedule by the Covid 19 emergency, currently the BOS is not sure that there will be room on the Fall TM warrant to address zoning bylaw amendments. She further explained that while there will be an abbreviated, outdoor Town Meeting on June 20, most of the items that were to be addressed at the cancelled Spring TM will need to be addressed at Fall TM. Chair Blake expressed concern about this, stressing that it is not prudent for the Town to not have a recreational marijuana (MJ) bylaw in place.

Chair Blake suggested that the Board review the status of their work on this matter "pre-Covid 19," so it can be discussed at the 6/22/20 PB meeting. Blake further proposed that by the July 13 meeting, the Board should decide on the bylaw approach they wish to put forward, then have Town Counsel (TC) draft the bylaw amendment(s) for final review at the 8/10/20 meeting. She suggested that the recreational and medical MJ bylaw amendments be kept separate and that medical MJ revisions be addressed later. She suggested that the Board should vote on the major aspects of these bylaw amendments, such as:

- whether to allow MJ cultivation in residential districts,
- whether to allow retail facilities in the Town Center Business District, and
- whether to allow retail facilities within the three business districts on Bedford Rd,

with TC then drafting a bylaw amendment for each aspect.

The Board discussed this proposal. Rolfe agreed with keeping bylaws for recreational and medical MJ separate. DeKock felt that amendments to the existing medical MJ Bylaw should be addressed now, however he did caution against offering too many separate bylaw amendments at TM, which could complicate the situation for voters. The Board discussed the timing of putting these bylaw amendments forward now given the disruptions of Covid 19, racial protesting across the country, and the impending national election. Some expressed that these will distract residents from participation in the process of developing these bylaws. Chair Blake advised that the Board should research possible MJ bylaws further to get them prepared, and then assess the situation at that time. She asked Board members to visit some MJ growing facilities in the area, for which Walsh had previously provided information, adding that she had visited a grower facility in Littleton and three in Lowell, and had some concerns about external appearance of the facilities given the ventilation equipment that must be installed outside the building.

Chair Blake explained that Planning Administrator Mansfield had compiled information on the business districts in Carlisle, including a list of the lots involved as well as dimensions of the business district portion of those lots, as described in the Zoning Bylaws. Blake asked Mansfield to research the recreational MJ Bylaws of several sister towns to Carlisle in preparation for the 6/22 PB meeting if possible, noting that it would be interesting to see which towns allow growth facilities in residential zones. The Board will continue the discussion of this topic at that meeting.

Discussion of possible location of a Dog Park on Banta Davis land [Request of RecCom]

RecCom Chair Drew McMorrow and member Courtney Bittelari were in attendance to present this proposal. McMorrow described that this public park would be fenced to allow the dogs to be off leash if desired by the owner. He said that they are also considering two fenced in parks – one for smaller dogs and one for larger dogs – and added that it is a good way for dog owners to socialize and it also will help manage dog waste. McMorrow pointed out that it would be a great multigenerational recreation opportunity.

The proposed location of the park is on the Banta Davis land in an area to the west of the 3rd base line of the existing ball field. McMorrow explained that there are only young trees in this area, the ground is level and the area is close to the parking lot so that a dog park could readily be ADA accessible. He added that, while this area may have been considered for part of school expansion in the past, with the slower growth pace this use is no longer under consideration, and so the School Committee approves of the proposed location and of the dog park.

Concerning funding for the park, McMorrow explained that RecCom is seeking funding from the Stanton Foundation, with plans to apply for a design grant which will cover 100% of design costs, and a construction grant which will cover 90% of construction costs. He noted that CPC funds may be able to cover the remaining 10% of

construction costs, as this project does qualify for CPC funding. McMorow further explained that in order to apply for the grants, the Town Administrator must sign a Letter of Assurance detailing the Town's support of the project, and its assurance that the remaining 10% of funding will be provided by the Town. McMorow asked the PB to consider indicating their support of this project after its consideration of the proposal.

McMorow and Bittelari asked PB members for questions on the proposal. Rolfe asked if the dog park would be available to Carlisle residents only, and McMorow said this has not yet been discussed. Walsh asked how other towns handle use of their dog parks, and Bittelari said that it varies, with some towns allowing use by other towns and some open only to their residents. Rolfe asked whether people would be using the park as much as expected during the continued Covid 19 restrictions. McMorow said that the timing is probably good, since outdoor activities are considered by the medical community to be among the safer ones, and there is no evidence that dogs can transmit the virus to humans (or that they get ill from it themselves). Rolfe also asked about regular waste removal, and Bittelari said that they can apply to the Stanton Foundation for maintenance funds.

Misek asked if RecCom had spoken with the Carlisle Dog Officer about this proposal, and McMorow said that they had, and that he is very much in favor of the proposed dog park. Chair Blake asked whether the proposed location of the park would interfere with the cross-country trail that is in the area, and McMorow explained that the trail ends to the west of the proposed park location.

Chair Blake said that she is in favor of the idea and asked what concerns RecCom members have heard from residents. McMorow said that some have expressed concerns about the amount of use by residents of other towns, however he said that he expects that the main users from other towns may be professional dog walkers with dogs from Carlisle homes.

DeKock asked to what extent the proposed dog park area would remain natural. Bittelari said that while they will defer to an architect for the design, the natural condition of the land would be integrated as much as possible, and McMorow added that the RecCom will form a Design Working Group for this project.

Rolfe had some comments regarding the proposal, noting that the dog park in Billerica does get heavily used. He suggested that some equipment for dog agility should be installed at the park, and that Carlisle's DPW may be able to be of assistance concerning some of the maintenance. McMorow said that trash removal and land maintenance of the park would be covered by the DPW, as DPW Superintendent Davis views it as an extension of how the fields at Banta Davis are maintained.

McMorow asked the PB which lots are considered abutting lots to this proposal, and Planning Administrator Mansfield explained that generally lots within 300 ft of the boundary of the subject lot are considered abutters. McMorow noted that the Letter of Assurance requires that abutters have been notified of the proposal. He said that there is one resident who has expressed concern about the proposed dog park, but that the resident's lot line is approximately 700 ft from the proposed park location. The Board discussed whether this proposal would require Site Plan Review, and Planning Administrator Mansfield explained that this decision is rendered by the Zoning Enforcement Agent who, in Carlisle's case, is the Building Commissioner. McMorow asked about applicable noise standards, and Chair Blake said that if Site Plan Review is required, a sound expert should be consulted for analysis.

At 8:33pm, Walsh moved to adjourn the meeting, DeKock seconded, and the motion was approved unanimously (5-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood
Assistant to Planner
Carlisle Planning Board

blank -
see next pg



Carlisle Recreation Commission

Proposal to Apply For A Design Grant to
Construct a Dog Park at Banta-Davis

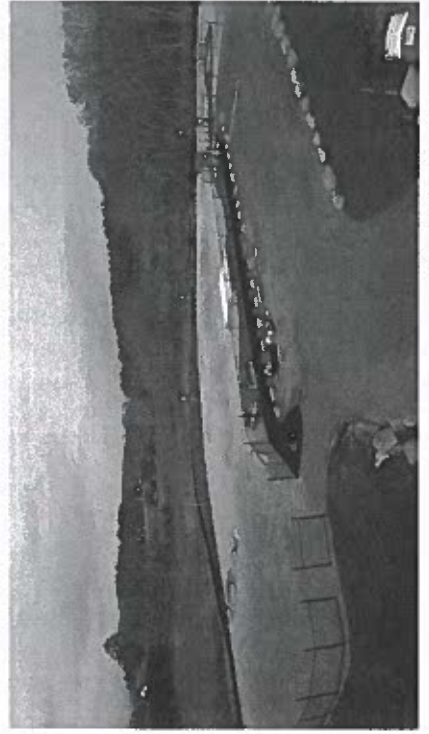
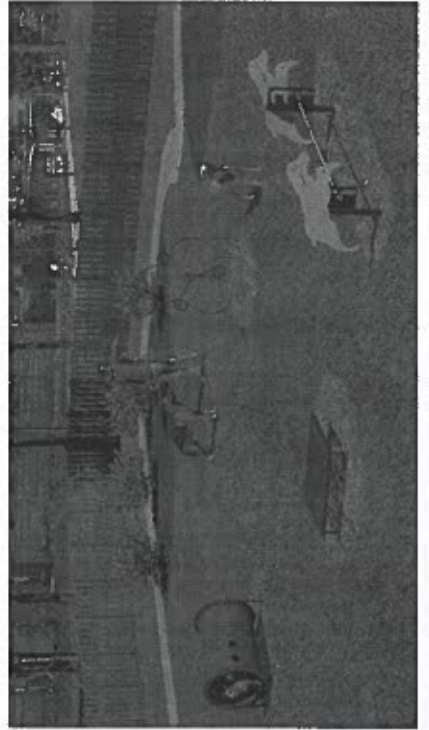
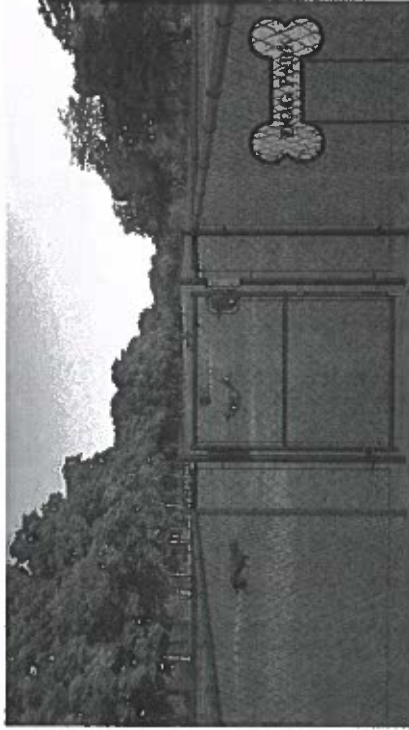
Recreation
Comm. Dog
park
presentation

planning Bd
6/8/20 documents
p 4 of 14



What is a dog park?

- An off-leash dog park is a public park, typically fenced, where people and their dogs can play together



PB 6/8/20.
docs
pg 5 of 14



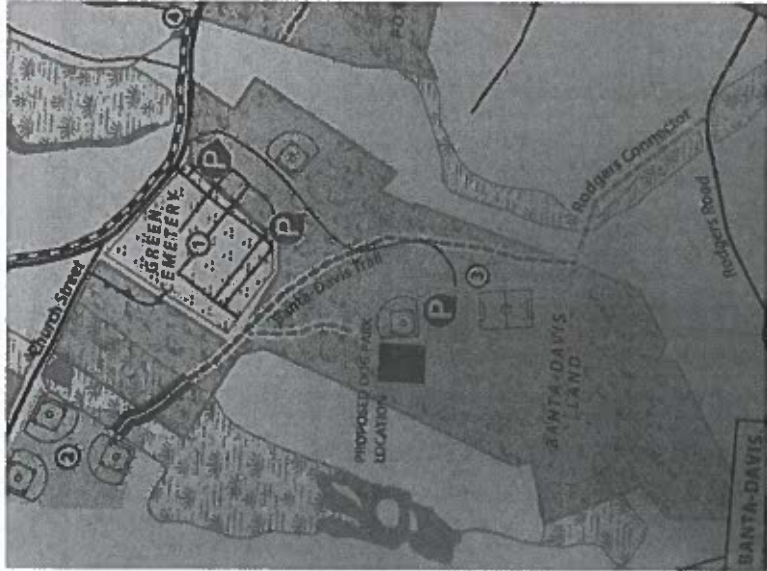
Why build a dog park?



- Provides dogs and their owners a place to recreate, exercise, and socialize
- Reduces the impact and footprint of dogs by aggregating them to a more manageable place, and promotes responsible ownership
- Creates a recreation opportunity that is available to Carlisleans of all age groups

Where would we build a dog park?

- Banta-Davis has undeveloped land suitable for this purpose
- These areas have been surveyed and tested for ledge, water, and soil conditions as part of recreation expansion proposal in early 2000's
- The location would have no impact on any abutters (that we are aware of)
- There is ample parking
- The location is close to where we experience adverse impacts from dogs (so it will entice dog owners to move their activity)
- There is still plenty of additional land for a future school, and in any case a dog park could be relocated if the site is needed



doc
PB 6/8/20
p 7 of 14



Where would we build a dog park?



PB 6/8/20
docs.
p. 8 of 14



How could we afford a dog park?

- The Recreation Commission would like to apply for a grant from the Stanton Foundation
- The Stanton Foundation, created by Dr. Frank Stanton, a longtime President of CBS, supports areas where he was unable to complete his charitable intentions during his lifetime
- As part of its mission of encouraging canine health and welfare, the Stanton Foundation supports the development of enclosed dog parks in Massachusetts cities and towns
- There have been 36 grant recipients under the program so far, including Billerica and Chelmsford

pg 6/8/20
docs
pg 9 of 14

How do we get a grant? How does this work?

- The Stanton Foundation funding process works in two stages:
 - Design Grant – funds 100% of the costs to design and approve a park for construction
 - Construction Grant – funds 90% of the costs of construction
- We are at this time planning an application for a Design Grant
 - The critical step to obtaining a design grant is the “Assurance Letter” (see next page)



PB 6/8/20
docs
p 10 of 14



What do we need from you?

- So that we can make the necessary representations for the application and letter, we would like your support for the proposal
- A vote of support would only be for the letter and application for a Design grant – it would not bind you to ultimately approving construction
- We are seeking similar votes from the BOS, FinCom, and of course, Reccom
- A vote of Town Meeting is not needed for the Design grant, but would be required for construction
- We do not expect that vote to come tonight, but hope you will schedule it soon if we can satisfy you that this is a good proposal

PR 6/8/20
dew
p 11 of 14



What do we need from you?

- The “assurance letter” is a letter from the Town Administrator assuring the Stanton Foundation of several things, but especially:
 - That the plan has been well communicated to relevant stakeholders
 - That the land is available to the town for this purpose
- A draft copy of our assurance letter is available to all of you

pg 6/8/20
doc
p. 12 of 14



Other questions you may have about a dog park

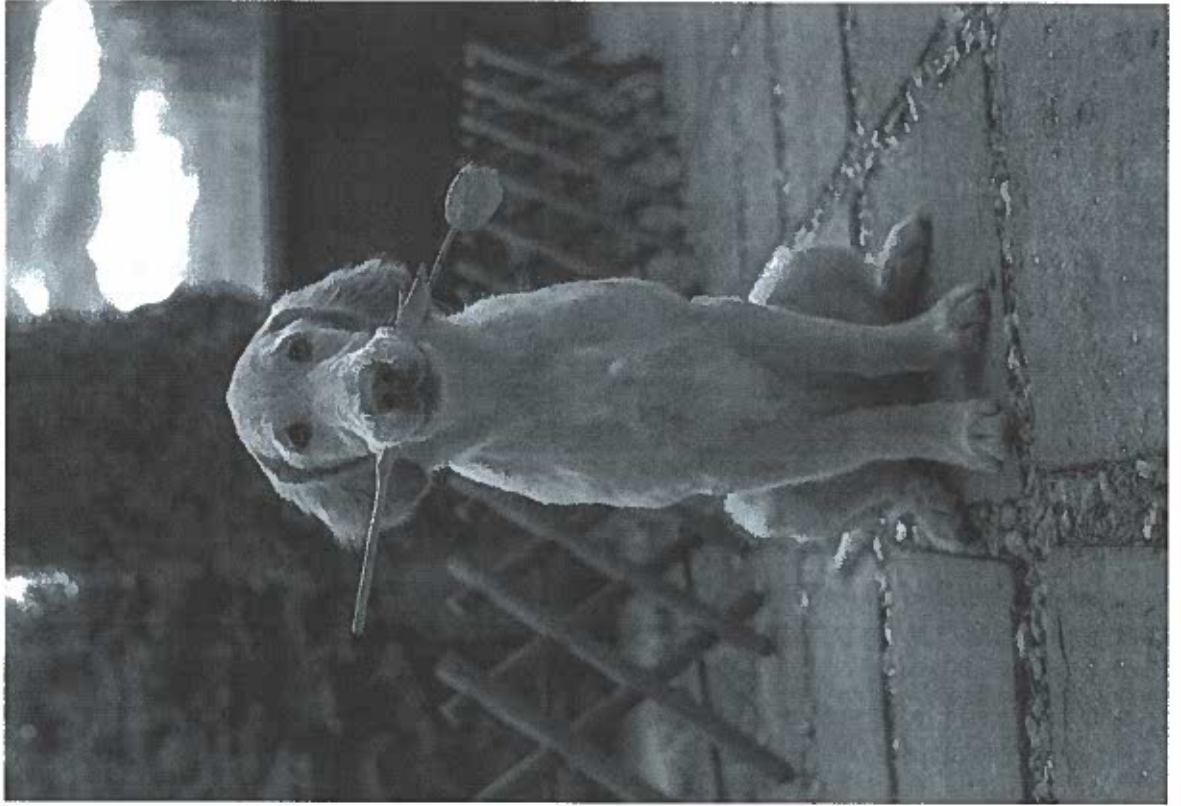


- Overall cost
- Maintenance
- Safety
- Liability
- Materials and design
- Restrictions and rules
- Likely use
- Other?

pg 6/8/20
door p13 of 14



Thank you for your support?



pg 6/8/20
p. 14 of 14
end.

